

**CITY OF GERMANTOWN PARKS AND RECREATION DEPARTMENT
RENTAL CONTRACT FOR THE PICKERING MEMORIAL CENTER 7771 POPLAR PIKE
GERMANTOWN, TENNESSEE 38138
OFFICE PHONE #757-7375**

NAME _____ TODAY'S DATE _____

STREET ADDRESS _____ CITY _____ ZIP _____

PHONE (Home) _____ (Work) _____ Email _____

(Cell # during event) _____ Proof of Residency _____

NAME OF ORGANIZATION (if applicable) _____

TYPE OF EVENT _____ EXPECTED ATTENDANCE _____ (capacity 200)

DATE & DAY OF EVENT _____ TIME _____ (includes set-up and clean-up)

COPY OF 501C-3: YES _____ NO _____ TAX EXEMPTION FORM: YES _____ NO _____

FEES AND DEPOSIT INFORMATION

***Residents must have proof of residency, such as a utility bill, water bill, mortgage statement, etc
at time of reservation.**

GERMANTOWN RESIDENT

Deposit: \$100.00

Rental Fee: \$150.00 for four hours Paid: \$ _____ Check # _____ Cash _____
Additional hours- \$40 per hour

NON- RESIDENT

Deposit: \$150.00

Rental Fee: \$290.00 Paid: \$ _____ Check# _____ Cash _____
Additional hours- \$70 per hour

***Sales tax not included.**

GERMANTOWN CHURCHES, SCHOOLS, CIVIC GROUPS, CLUBS, ORGANIZATIONS and AGENCIES: (Civic Groups, Clubs, Organizations and Agencies are defined as non-profit organizations or agencies with tax-exempt status. All of the above must have a Germantown address.)

Deposit: \$100

Rental Fee for (4) hours:

- Regular business meetings: \$50.00
 - Social Functions/Fund raising: \$100.00
 - School Reunions: \$100
 - Parks and Recreation and Community Sponsored Events: \$0
 - Church services: \$50.00
- Paid: \$ _____ Check# _____ Cash _____

(*Worship services under a continuous service rental are limited to a six months period.)

Additional hours: \$40 per hour

**APPLICANTS MUST READ ENTIRE CONTRACT ON THE REVERSE SIDE OF THIS PAGE
BEFORE SIGNING.**

Germantown Park Pickering Center Rules and Regulations:

The building key will be picked up at the Parks and Recreation Building, 2276 West Street, on the day of the event between 8:00 a.m. and 5:00 p.m., or on Friday if the event is to be held on the weekend. The building key shall be returned to the Parks and Recreation Office, 2276 West Street, the following workday after the event. **Failure to return the key the following day will result in a \$25.00 per day reduction in the deposit until the key is returned.**

PAYMENTS

Payments must be brought to the Parks and Recreation Building, 2276 West Street, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Checks should be made payable to the City of Germantown. Payment in full is due at the time reservation is made to hold the building. Reservations will not be taken by phone. All fees include rental, administrative, and sales tax as applicable.

RESERVATIONS

Reservations for Germantown residents will be accepted and confirmed a maximum of six (6) months in advance and must be paid for at the time of scheduling. Failure to confirm with advance payment automatically cancels reservation.

Nonresident reservations will be accepted and confirmed a maximum of (3) months in advance and must be paid for at the time of scheduling. The City reserves the right to cancel rental with a thirty (30) day notice.

GENERAL

1. Profit ventures, except for community service, church, or school activities are prohibited.
2. Proposed school activities must be on school letterhead from the principal indicating the school's involvement and approval.
3. Decorations may be put up with the approval of the Parks and Recreation Department provided tape is used rather than sharp, pointed objects such as nails, tacks, or staples. All decorations as well as tape must be removed.
4. The user(s) of the Pickering Center complex are charged with complete responsibility for the care and protection of the Pickering Center Building and the contents, including furniture, fixtures, and facilities, inside and outside the areas.
5. A complete cleanup of the building is required after use. Failure to do so will result in the forfeiture of the security deposit and possible refusal of future privileges.
6. **The sale of any alcoholic beverage is strictly prohibited. Use of alcoholic beverages by minors is strictly prohibited.**
7. The possession or use of drugs or narcotics of any kind is strictly prohibited.
8. Building use by minors must be chaperoned by responsible adults.
9. Building will not be rented to minors.
10. Failure to comply with the above regulations may result in loss of security deposit.
11. Administration interpretation of this policy is the responsibility of the Parks and Recreation Director, with appeal right to the Parks and Recreation commission for any aggrieved individual or group.
12. **The Pickering Memorial Community Center is a tobacco free facility. (7-1-99 Policy Letter 21)**
13. Deposit amount will be returned one and one-half to two weeks after event.
14. **The City of Germantown retains the right to cancel this contract up to thirty days prior to the date of the event listed on the contract.**

I hereby accept full and complete responsibility for the care and protection of the Pickering Memorial Center, including furniture, fixtures, and all facilities inside and outside. I fully understand that I am to be present during the entire function.

INITIAL : _____

I agree not to leave the building until a thorough check has been made to ensure all guests have departed the building and the facility is cleaned in accordance with the attached checklist. I understand that failure to clean up property will result in the forfeit of the deposit without recourse and damages not covered by the deposit will be charged to the renter.

INITIAL: _____

All time for set up before the event and clean up after the event must be included on the agreed upon date and time of this contract. The facility must be cleaned before I, the renter, leave the premises. INITIAL _____

In the event of damage to the building or any property associated with the facility, I will report the details to the Office of the Director of Parks and Recreation, 757-7376, immediately and without delay during weekdays from 8:00 a.m. to 5:00 p.m., and to the Germantown Police Department, 757-7338, on weekends and holidays. INITIAL: _____

Do you accept the terms of this contract? _____

RENTER'S SIGNATURE: _____

DATE: _____

RESERVATIONIST: _____ DATE: _____

PICKERING MEMORIAL CENTER
7771 Poplar Pike
Germantown, TN 38138
CLEANUP LIST

In order for the renter to receive his deposit refund, the renter must return the key with this completed and signed Cleanup List to Parks and Recreation at 2276 West Street before the close of the first business day following the event.

Inform Parks and Recreation during the weekdays or the Germantown Police Dispatcher at 757-7338 after 5:00 p.m. weekdays and weekends if building is not clean. This information must be reported prior to the start of your function. Failure to do so will mean the renter is accepting the condition of the building and cleanup responsibility.

	Item	Check
1.	When returning chair to the storage room, DO NOT BLOCK CABINET ON THE LEFT IN STORAGE ROOM. STACK CHAIRS FIRST, THEN TABLES IN STOREROOM.	
2.	Clean and stack chairs no more than 10 to a stack and put them in the storage room	
3.	Clean and take down tables and put them in the storage room. Stack tables no higher than 20.	
4.	Sweep and wet mop floors. (Broom, mop and bucket are stored in the kitchen.)	
4.	Empty all waste receptacles and replace liners. (Extra liners are kept in kitchen table drawer.)	
5.	Clean oven, counter, and table in kitchen.	
6.	Check oven to make sure that it has been turned off.	
7.	Clean rest rooms and empty waste receptacle.	
8.	Remove garbage bags from building and place in dumpster in parking lot. NO LOOSE REFUSE.	
9.	Turn out all lights in main hall and bathrooms.	
10	Make sure all doors are securely locked.	

I have checked all of the above items and I am leaving the Pickering Center as per my contract.

Signature of Renter: _____ Staff Signature _____

Printed Name of Renter: _____ Date: _____

Date of Rental: _____

Time of Rental: _____

Key number issued: _____